



MSU ALTERNATIVE SPRING BREAK PARTICIPANT APPLICATION

2009-2010

FULL LEGAL NAME _____

(As it appears on your travel documents – passport or driver's license; Note: it is VERY important that your name is spelled correctly – you will be held responsible for possible fees related to change of name on airline ticket)

LOCAL ADDRESS: _____

DOB: _____

GENDER: _____

CITIZENSHIP: _____

PHONE: _____

T-SHIRT SIZE: _____

MSU EMAIL: _____

MAJOR: _____

MSU PID: _____

CLASS LEVEL: _____

SITE PREFERENCES

1 _____ 2 _____ 3 _____

4 _____ 5 _____

EMERGENCY INFORMATION

IN CASE OF EMERGENCY, PLEASE CONTACT

NAME: _____

RELATION: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

NAME: _____

RELATION: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

INSURANCE INFORMATION

INSURANCE PROVIDER: _____

CONTRACT NUMBER: _____

GROUP NUMBER: _____

PLAN CODE: _____

SERVICE CODE: _____

HEALTH INFORMATION

BLOOD TYPE: _____

ALLERGIES: _____

MEDICATIONS YOU TAKE (include dosage and frequency): _____

PHYSICIAN'S NAME: _____

OFFICE PHONE: _____

SPECIAL NEEDS: _____

Please, sign below to verify the above information is correct.

SIGNATURE: _____

DATE: _____

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

STAFF USE ONLY

Date: _____

Initials: _____

Placement: _____

Please answer the following questions as thoroughly as possible, as they will help the ASB leadership team best understand the strengths, weaknesses, goals, and needs of each site member.

1. Why are you choosing to participate in Alternative Spring Break?

2. Why did you choose these particular sites (Top Three Choices)?

a.

b.

c.

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3. Name three goals that you have set for your Alternative Spring Break experience:

1.

2.

3.

4. What strengths and weaknesses will you bring to your Alternative Spring Break team?

5. Please tell us about previous volunteer work that you have completed and how this influenced you to become a part of Alternative Spring Break.

6. What other organizations are you currently involved with at MSU?

7. Have you participated in Alternative Spring Break (either at MSU or another university) before? If yes, where did you go?

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ALCOHOL AND ILLEGAL DRUGS POLICY

Alcohol Use

An Alternative Break is a unique experience that allows participants to immerse themselves in a different culture while performing meaningful community service. Issues of legality, liability, personal safety and group cohesion are of concern when alcohol and other drugs are consumed on an Alternative Spring Break. **As a result, at no time will Michigan State University's Alternative Break program tolerate drinking or alcohol use.**

Use of Illegal Drugs

Michigan State University has a *zero-tolerance policy* regarding the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs (as defined by United States law) by students, faculty, and staff participating with Alternative Break. This policy pertains to *all* Alternative Break sites (within the United States and abroad).

Violation

Violation of the Alcohol and Illegal Drugs Policy is grounds for termination from the Alternative Break program. Termination will result in the participant being sent home at his/her own expense and possible referral to the campus judicial system.

I, _____, hereby agree to follow the Alcohol and Illegal Drug Policy as set by the Michigan State University Alternative Break program. I understand that violation of this policy will result in being sent home at my own expense and possible referral to the campus judicial system.

Participant's Signature

Date

PHOTO RELEASE

I, _____, hereby grant to Alternative Break, Michigan State University and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs and/or still video of me, in which I may be included, for editorial trade, advertising, web and any other purpose and in any manner and medium to alter the same without restriction; and to copyright the same. I hereby release Alternative Break, Michigan State University and its legal representatives and assigns from all claims and liability relating to said photographs and/or still video.

Participant's Signature

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STUDENT VOLUNTEER LIABILITY FORM

I, the undersigned, desire to participate in the Michigan State University Alternative Break program. I am knowledgeable about the activities related to the organization, and the risks of personal injury or property damage to myself and to others that may be associated with these activities. Notwithstanding these risks, I wish to assume them when I voluntarily participate in activities related to the association and in any travel associated with the activities. I understand that my involvement in this association may include, but is not limited to, the following:

1. Working with children, teenagers, adults, and/or the elderly at schools, churches, community centers, and other locations;
2. Working in close contact with individuals of various income levels, backgrounds, and mental/physical health conditions;
3. Working indoors and/or outdoors in physical and cultural environments of varying levels of familiarity, safety, and comfort;
4. Working in other, similar activities not listed here.

I understand that my participation in any activity related to the Alternative Break program is completely voluntary and I may choose to participate in some activities without participating in others.

I understand and agree that Michigan State University accepts no responsibility for my acts, but I will take into consideration that my acts will represent Michigan State University and the Alternative Break organization.

In consideration of Michigan State University offering this opportunity and allowing me to participate in this organization and its related activities, the receipt and sufficiency of said consideration being hereby acknowledged, I hereby release, relieve, discharge, and hold harmless Michigan State University, The Alternative Break Program, its officers, site leaders, advisors, representatives, participants, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of or in connection with my participation in this association or any travel related to my participation in this association.

Participant's Signature

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GENERAL POLICIES

- The Alternative Spring Break Program is a STUDENT organized and executed organization.
- All positions within the organization are VOLUNTEER. This includes the executive board, site leaders, site staff advisors, and participants.
- FUNDING for the organization to operate is received from individual participants and from donations only. Included in the cost of each trip is an administrative fee which contributes to an Alternative Spring Break scholarship for the co-chairs and advisor, partial Alternative Spring Break scholarships for site leaders and executive board members, the site leader retreat, the post-break reflection, photocopies, long distance phone calls, office supplies, thank you gifts for agency contacts, etc.
- **PARTICIPANT SIGN-UP BEGINS OCTOBER 1, 2009 and ENDS OCTOBER 31, 2009.**
- **SITE MEETINGS prior to Spring Break are *mandatory* for participants. Participants who do not attend are required to make up this time with the site leader.**
- SITE-LEADER MEETINGS prior to Spring Break are *mandatory* for site-leaders. Site leaders who do not attend are required to make up this time with the executive board. The Alternative Spring Break program reserves the right to DROP site leaders if he/she is not meeting expectations.
- Each participant must sign a LIABILITY WAIVER prior to Spring Break.
- Each participant must complete and sign a HEALTH & EMERGENCY CONTACT INFORMATION FORM prior to Spring Break.
- Each site leader will discuss the Alcohol and Illegal Drugs Policy with participants.
- The Alternative Spring Break program reserves the right to cancel a trip due to travel advisories, the closing of a host agency, low enrollment, or other situations that would create an unsafe or un-meaningful break experience. Should this happen, participants will be given the opportunity to move to another trip or receive a full refund (including the \$100 deposit).
- The Alternative Spring Break program reserves the right to change the price of trips due to unpredictable increases in gas prices, airline taxes, fuel surcharges, etc.

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Participant Conduct

Michigan State University expects all Alternative Break participants to abide by the laws, regulations, and customs of the host country, community, institution and program. *There are certain areas under which the site staff advisor and site leader together have the authority to immediately dismiss a student from the Alternative Spring Break program.*

The following behaviors are among those that should result in immediate dismissal from ASB:

- Conduct which is in violation of the laws, rules, and regulation, and customs of the host country, community, institution, or volunteer site.
- Conduct that damages or destroys property of another person, institution, or organization.
- Physical or sexual assault; harassment; unlawful possession, use or distribution of illegal drugs; alcohol abuse/misuse; setting a fire or possession of explosives; possession of a weapon including BB guns and knives; theft.
- Behavior, whether academic or social, which constitutes a clear and present danger to the health or safety of persons or property, or threatens the future viability of the program.
- Repeated offenses or severe infractions of the Community Standards and regulations as established by the local lodging facilities.

Participant's Signature

Date

PAYMENT AND REFUND POLICY

Payments

- All participants are required to pay a \$100 non-refundable deposit with their application.
- The remaining trip cost will be due in 4 installment payments. Deadlines for the installment payments will be selected by the Alternative Spring Break leadership team.
- **Payments can be made using checks or money orders (made payable to MSU) or credit cards. No cash will be accepted.**
- *The Alternative Spring Break program reserves the right to drop participants for missing payment deadlines.* Participants who are dropped can be reinstated only if their spot has not been filled. Participants dropped as a result of non-payment forfeit any payments already made.
- Payments are accepted in the Center for Service-Learning and Civic Engagement (27 Student Services) Monday – Friday from 8:30 a.m. – 5:00 p.m.

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Refunds

All participants are required to pay a \$100 non-refundable deposit with their application. **Participants who drop prior to the last day of the fall semester are entitled to a full refund, minus the \$100 deposit.**

Participants who drop after the last day of the fall semester are not entitled to a refund. Exceptions to this policy include illness or injury that prevents the participant from traveling or a documented family emergency.

All exceptions must be requested in writing (email is accepted) to an Alternative Spring Break co-chair or advisor no later than the scheduled time of departure. Requests for exceptions will be reviewed by the Alternative Spring Break leadership team. The co-chairs/advisor may ask the participant to provide evidence of the illness or emergency (doctor's note, etc.). Depending on the circumstances, participants may receive up to a full refund, minus the \$100 deposit. Students on flying trips may have the option of requesting a flight voucher, depending on airline policies. This option may include an additional fee paid to the airline by the participant. In this instance, the Alternative Spring Break program would not refund the cost of the plane ticket to the participant.

Participants choosing to drop that are able to find a replacement participant may receive a refund (minus the \$100 deposit) after the replacement participant is up-to-date with the payment schedule.

All decisions of the Alternative Spring Break co-chairs and advisor are final.

Participant's Signature

Date

<u>PAYMENT SCHEDULE- Spring Break</u>
\$100 non-refundable deposit due at sign-up
November 13, 2009 – 25% of total trip cost due
December 11, 2009 – 50% of total trip cost due
January 15, 2010 – 75% of the total trip cost due
February 12, 2010 – 100% of the total trip cost due

Again, payments can be made using checks or money orders (made payable to MSU) or credit cards. No cash will be accepted.

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The facts and policies contained in this packet are meant to keep participants updated and informed. When you, as the participant, sign the ASB Participant Application Agreement, you recognize these policies and agree to uphold the policies of Alternative Spring Break.

ALTERNATIVE SPRING BREAK PARTICIPANT APPLICATION AGREEMENT

NOTE: All applicants' PIDS will be sent to MSU Judicial Affairs to be reviewed. If there are any disciplinary actions taken against you, the Alternative Spring Break leadership team will contact you to determine your acceptance.

After reading the attached policies and payment information sheet, complete the following section. Your application is not complete until this section is signed.

I, _____, ACKNOWLEDGE MY UNDERSTANDING OF AND AGREE TO ABIDE BY THE POLICIES OF THE MICHIGAN STATE UNIVERSITY ALTERNATIVE SPRING BREAK PROGRAM AS EXPLAINED TO ME ON THE POLICY AND PAYMENT INFORMATION FORM.

Participant's Signature

Date

IF THE PARTICIPANT IS NOT 18 YEARS OF AGE OR OLDER, THIS RELEASE MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN.

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MICHIGAN STATE UNIVERSITY
Background Check Form

You may not begin your service until we have completed the criminal background check. Please print this form, complete and return it to 27 Student Services Bldg. East Lansing, MI 48824-1113, attention: Aaron Taylor.

If you have an issue that you think may preclude you from participating in service-learning, please ask to speak with a CSLCE staff member.

Please Print Clearly

NAME: _____
 First Name Middle Name Last Name

ADDRESS (As it appears on your Drivers License):

CITY: _____ STATE: _____ ZIP: _____

LOCAL TELEPHONE: _____

EMAIL: _____

DATE OF BIRTH: _____ GENDER: _____

Where will you be doing your service? _____

Is the service in conjunction with an MSU course? Circle: **Y** **N**

If yes, Course Name: _____ Section Number: _____

I understand that a **Criminal Background Check** will be conducted as a part of a pre-placement screening. I authorize the *Center for Service-Learning & Civic Engagement* to process the above information using the State of Michigan State Police ICHAT System. **All information is confidential and not for general knowledge.** I release the Center for Service-Learning & Civic Engagement from all liability in connection with this criminal background check. The background check will be shredded after the process is completed.

Signature

Date

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